



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

14-37	VACANCY ANNOUNCEMENT - DHAHRAN	03/17/2014
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RE-ADVERTISEMENT

OPEN TO	ALL INTERESTED CANDIDATES
POSITION	TRAVEL ASSISTANT, FSN-07 POSITION NO. 100161
OPEN DATE	MONDAY, MARCH 17, 2014
CLOSING DATE	MONDAY, MARCH 31, 2014
HOURS	FULL TIME - 40HWW
SALARY	<p>*ORDINARILY RESIDENT: POSITION GRADE: FSN-07, SR. 67,030 (ANNUAL BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES)</p> <p>*NOT ORDINARILY RESIDENT (NOR): POSITION GRADE: FP-07 US\$ 40,394</p> <p>--SUBJECT TO CHANGE BASED ON THE HIRING MECHANISM</p> <p>--GRADE DETERMINATION WILL BE APPROVED BY WASHINGTON</p> <p>--U. S. FEDERAL AND STATE TAXES WILL BE DEDUCTED FROM THE SALARY</p>

NOTE:

- **ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.**
- **EFMs: INTERESTED APPLICANTS MUST BE WITHIN 60 DAYS OF SCHEDULED ARRIVAL AT POST FROM THE CLOSING DATE OF THIS VACANCY ANNOUNCEMENT TO RECEIVE CONSIDERATION BECAUSE OF THE URGENT REQUIREMENT TO FILL THIS POSITION.**
- **EFMs MUST HAVE AT LEAST ONE YEAR REMAINING ON THEIR SPONSORING EMPLOYEE'S TOUR OF DUTY FROM THE EFM'S HIRING DATE.**
- **APPLICANTS WHO APPLIED EARLIER NEED NOT APPLY AGAIN AS THEIR APPLICATION WILL BE CONSIDERED.**

The U.S. Consulate in Dhahran is seeking an individual for employment in country for the position of Travel Assistant in the General Services Office.

BASIC FUNCTION OF THE POSITION

Incumbent serves as the sole Travel Assistant in the General Services Office (GSO) section and is responsible for the full range of post's travel operations. As Post's expert on travel regulations, is responsible for processing all official travel requests and advising all post personnel, dependents, TDY and VIP travelers to ensure regulatory travel requirements are met and that Department and Mission policies are followed. Provides oversight for the contracted travel agent to ensure a high level of service to travelers; obtains all visas from third country embassies; maintains contacts with other embassies and travel industry personnel; monitors travel industry developments that affect consulate travel; and manages relationships with those companies, including airlines and hotels. Serves as Super Arranger in Global e-travel system (E2) travel for all employees and trains travel arrangers. Processes country clearances using eCC system. Serves as a back-up cashier.

REQUIRED QUALIFICATIONS

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:

1. **Education:** College degree in Business or Liberal Arts is required.
2. **Experience:** Minimum 5 years of general office work experience is required, including two years of work experience in travel industry with an airline/travel agency specializing in international travel/tourism, and experience in fiscal accounting/reconciliation is required.
3. **Language Requirements:** Level III English (Fluent - Speaking/Reading/Writing) is required.
4. **Job Knowledge:** Should have detailed knowledge of State Department Foreign Affairs Manuals relating to travel issues, as well as U.S. travel regulations and laws, such as the Federal Travel Regulations and the Fly America Act. Should have a general knowledge of passport and iqama practices and procedures. Must have good organizational skills. Knowledge of travel coordination, office management, and customer service is required. Knowledge of airline reservation system, airline industry rules, procedures, code share/interline agreements is required. Background knowledge in accounting/mathematics.
5. **Skills & Abilities:** Must be proficient in computer use and application, especially MS-Office (Word, Excel, and Outlook) and have the ability to learn travel related applications.

SELECTION PROCESS

When equally qualified, U.S. citizen Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed U.S. citizen EFM's who hold a Family Member Appointment (FMA) are

ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

3. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

4. Current LE Staff employees of the Mission applying for vacant position announcements must have served a minimum of twelve (12) months in their current position in order to be considered for any vacant position.

5. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

SUBMIT APPLICATION AND ALL DOCUMENTS AS A SINGLE PDF ATTACHMENT
TO: HRORiyadh@state.gov

DEFINITIONS*

1. US Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see below) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a U.S. Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR): An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. AEFM (Appointment Eligible Family Member): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- U.S. citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a USG annuity or pension based on a career in the U.S. Civil; Foreign, or uniform services.

6. Ordinarily Resident (OR): A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

The US Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such

complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.